

**SECRET**

5-2357

18 February 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Proposed Notice No. [REDACTED] Hours of Work,  
Time and Attendance Reports for Departmental  
Personnel Paid from Confidential Funds  
(Job #536-TT)

25X1A

1. The subject Notice is submitted for authentication.
2. This Notice does not change current policy but merely simplifies procedures regarding the processing of Time and Attendance Reports for personnel paid from confidential funds. Specifically, it prescribes the use of a new form (Form No. 34-42A) established for this purpose and requires submission of an original only to the Finance Division. Formerly two copies of Form No. 34-42 were required for this purpose. Installation of the new procedure is requested to be effective with the pay period beginning 28 March 1954.
3. This Notice was initiated by the Deputy Comptroller and does not appear to require coordination with other Components of the Agency.

/s/  
[REDACTED]  
Chief, Regulations Control Staff

25X1A9a

Attachment  
Proposed [REDACTED]

25X1A

RCS/TT:mrf

**SECRET**

Document No.	058
No Change in Class.	<input checked="" type="checkbox"/>
<input type="checkbox"/> Declassified	
Class. Changed To:	TS S G
Auth:	NR 70-2
Date:	NOV 29 1978
By:	013